

Recruitment and Selection Procedures for OAR Laboratories – Merit Assignment Program

	Selecting Official	Lab EEO Mgr/Admin Officer	EEO Office	Human Resources (HR)
R E C R U I T	1 1. Initiates SF-52. 2. Fills in Form 53-38 Items 1,2,3,8,9a & 10. 3. Fills in selection criteria on Selection Report. 4. Forwards SF-52, Form 53-38 & Selection Report to Lab EEO Mgr/Admin Officer. 4. Recruits for candidates.	2 1. Receives SF-52, Form 53-38 & Selection Report. 2. Requests EEO # from EEO Office 3. Places EEO # on SF-52 & Selection Report. 4. Requests waiver if needed. 5. Forwards SF-52, Form 53-38 & Selection Report to HR.	3 1. Issues EEO # 2. Approves waiver if necessary. 3. Begins recruitment activities.	4 1. Receives SF-52, Form 53-38 & Selection Report. 2. Issues vacancy announcement. 3. Conducts recruitment activities.
R E F E R R A L	8 1. Receives originals of Certificate, Form 53-38 & Selection Report. 2. Contacts candidates and sets up interviews.	7 1. Receives originals of certificate, Form 53-38 & Selection Report. 2. Gives originals of certificate, Form 53-38 & Selection Report to Selecting Official.	6	5 1. Receives applications, rates and ranks candidates & issues a certificate. 2. Fills in Form 53-38 Items 4,5,6,7,9c & 10. 3. Forwards Certificate, Form 53-38 & Selection Report to Lab EEO Mgr/Admin Officer or Selecting Official.
S E L E C T I O N	9 1. Interviews candidates. 2. Documents candidate assessment in the Selection Report. 3. Makes tentative selection. 4. Fills in Form 53-38 Item 8. 5. Calls for PMAC if needed. 6. Forward originals of Certificate, Form 53-38 & Selection Report to Lab EEO Mgr/Admin Officer.	10 1. Receives originals of certificate with tentative selection, Form 53-38 & Selection Report. 2. Sends a copy of the Certificate and originals of Form 53-38 & Selection Report to the EEO Office for review and approval. 3. Forwards the original Certificate to HR.	11 1. Receives copy of Certificate, original Form 53-38 & Selection Report. 2. Reviews tentative selection. 3. Approves selection and fills in form 53-38 Item 9b. 4. Calls, E-mails or forwards Certificate & Form 53-38 to HR, indicating EEO Review 5. File copy of Certificate, Form 53-38 & original Selection Report.	12 1. Receives original Certificate, Form 53-38 & annotates EEO review/date or attaches copy of signed EEO Certificate. 2. If the original Certificate indicates that EEO Office review has been completed, HR may commit the position.

Recruitment and Selection Procedures for OAR Laboratories – Direct Hire Authority

	Selecting Official	Lab EEO Mgr/Admin Officer	EEO Office	Human Resources (HR)
R E C R U I T	1 1. Initiates SF-52. 2. Fills in Form 53-38, Items 1,2,3,8,9a & 10. 3. Fills in selection criteria on Selection Report. 4. Forwards SF-52, Form 53-38 & Selection Report to Lab EEO Mgr/Admin Officer. 4. Recruits for candidates.	2 1. Receives SF-52, Form 53-38 & Selection Report. 2. Requests EEO # from EEO Office 3. Places EEO # on SF-52 & Selection Report. 4. Requests waiver if needed. 5. Forwards SF-52, Form 53-38 & Selection Report to HR.	3 1. Issues EEO #	4 1. Receives SF-52, Form 53-38 & Selection Report. 2. Checks applicant supply file
R E F E R R A L	8 1. Receives originals of Certificate, Form 53-38 & Selection Report. 2. Contacts candidates and sets up interviews.	7 1. Receives originals of certificate, Form 53-38 & Selection Report. 2. Gives originals of certificate, Form 53-38 & Selection Report to Selecting Official.	6	5 1. Receives applications, rates and ranks candidates & includes Veterans. 2. Fills in Form 53-38, Items 4,5,6,7,9c & 10. 3. Forwards Certificate, Form 53-38 & Selection Report to Lab EEO Mgr/Admin Officer or Selecting Official.
S E L E C T I O N	9 1. Interviews candidates. 2. Documents candidate assessment in the Selection Report. 3. Makes tentative selection. 4. Fills in Form 53-38 Item 8. 5. Forward originals of Certificate, Form 53-38 & Selection Report to Lab EEO Mgr/Admin Officer.	10 1. Receives originals of certificate with tentative selection, Form 53-38 & Selection Report. 2. Sends (Fax, E-mail) information on selection to EEO Office. 3. Forwards the original Certificate to HR.	11 1. Receives original Form 53-38 & Selection Report. 2. Reviews tentative selection. 3. Approves selection and fills in Form 53-38, Item 9b. 4. Calls or E-mails HR on EEO 5. File original Form 53-38 & Selection Report with a copy of E-mail or Fax on selection.	12 1. Receives original Certificate and annotates EEO review/date. 2. If the original Certificate indicates that EEO Office review has been completed, HR may commit the position.